



United States  
Department of  
Agriculture

Soil  
Conservation  
Service

P.O. Box 2890  
Washington, D.C.  
20013

February 27, 1985

NATIONAL INSTRUCTION 390-308

SUBJECT: PDM - RESOURCE CONSERVATION AND DEVELOPMENT (RC&D) PROGRAM,  
RC&D MEASURE DATA BASE

Purpose. To transmit instructions for completing the enclosed worksheets preparatory to submitting data to the RC&D measure data base maintained by the National Headquarters.

Effective Date. This instruction is effective when received.

Background. A reporting system is being developed to replace forms SCS-PDM-002, Measure Completion Report; SCS-PDM-003, Summary of Measure Progress; and SCS-PDM-004, Annual Summary of Accomplishments and Highlights (formerly forms SCS-RC&D-2, SCS-RC&D-3, and SCS-RC&D-4). Data collected on the worksheets will be used for the RC&D program evaluation and to provide information for overall RC&D program and budget management.

States should duplicate sufficient copies of the enclosed worksheet for each authorized RC&D area.

For assistance or clarification, contact the RC&D staff, Basin and Area Planning Division, on FTS 447-7697 or 202-447-7697.

Forms Canceled. Forms SCS-PDM-002, SCS-PDM-003, and SCS-PDM-004 are canceled. Please notify field offices to discard existing stock.

J. C. HYTRY  
Associate Deputy Chief  
for Programs

Enclosures

DIST: N, S, T



The Soil Conservation Service  
is an agency of the  
Department of Agriculture

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10-79

NATIONAL INSTRUCTION 390-308

SUBJECT: PDM - RESOURCE CONSERVATION AND DEVELOPMENT PROGRAM,  
RC&D MEASURE DATA BASE

380.01(d)

§308.00 Introduction.

This instruction provides worksheets and directions for gathering and transmitting data to the RC&D measure data base. Data collected on the worksheets will be used for the RC&D program evaluation and to provide information for overall RC&D program and budget management. Much of the data called for on the RC&D measure worksheets will be deleted after the program evaluation is complete. The data base will be modified in 1987 to request only that information necessary for program and budget management.

§308.01 RC&D Measure Worksheets - RC&D Measure Data Base.

RC&D measure worksheets are divided into four parts. Each part has a specific purpose and time frame for completion. Complete the four parts as follows:

(a) Part I must be completed when a measure is adopted. It gives the basic description of the measure. Complete this part for all measures.

(b) Part II is to be completed when a financially assisted measure is signed. This begins the actual budget planning process for the measure. This part is not used for associated measures.

(c) After the measure is signed, Part III must be completed by May 1 and November 1 until the measure is accomplished. This part provides budget data for both state and National Office use. Complete Part III for RC&D financially assisted measures only.

(d) Part IV is the measure completion or cancellation report. It is designed to capture some of the more tangible inputs and outputs of the program. Complete Part IV for all measures.

## §308.02 Responsibilities.

In the past, RC&D coordinators have been assigned most of the responsibility for reporting measure progress. Additional information required for the evaluation and budget management will make it necessary for other staff persons to assist the coordinator. States are to develop their own procedures to secure the necessary data. Hard copies shall be completed and retained until the information can be entered into the RC&D measure data base via the Harris or another compatible system. A software package is being developed by an outside contractor and is scheduled for operation in the spring of 1985. The period selected for evaluation includes fiscal years 1984, 1985, and 1986. Therefore, complete the worksheets for all measures adopted, canceled, ongoing, and completed in these years. Complete worksheets even if measures adopted, cancelled, completed, and ongoing have already been reported for fiscal years 1984 and 1985.

Part I Complete when measure is adopted (all measures).

State  
ST

1	2
---	---

State's 2-letter Federal Interchange Processing Standard (FIPS) alpha code. Example: Colorado - CO

RCAD Area  
AREA

3	4	5	6
---	---	---	---

RCAD area's 6,000 series number.

County  
CTY

7	8	9
---	---	---

Three-digit county FIPS code. Enter 999 if more than one county is involved.

Measure Number  
NM

10	11	12
----	----	----

Measure number obtained from the state's current and consecutive numbering system.

Measure Name

13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37
----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----

Locally identified RCAD measure name or title. Abbreviate financially assisted measure purpose as follows: FP, DR, IR, CAT, RC, FW, WQ.

Reporting Code  
CODE

38	39	40
----	----	----

The 800 reporting code for the specific measure purpose as described in the National Reporting Codes Handbook (NRCH).

Date Adopted  
ADPT

41	42	43	44
----	----	----	----

Month and year the measure is adopted by the RCAD council; i.e., 1184.

Computer line 1

RC&D MEASURE DATA BASE WORKSHEET

State	Area	County	Number
<div> <div></div> <div></div> </div>	<div> <div></div> <div></div> <div></div> <div></div> </div>	<div> <div></div> <div></div> <div></div> <div></div> </div>	<div> <div></div> <div></div> <div></div> <div></div> </div>
S T	A R E A	C T Y	N U M

Part II Complete when measure plan is signed (financially assisted measures, only).

Reporting Code  
CODE

38

39

40

The 800 reporting code for the specific measure purpose as described in the National Reporting Codes Handbook (NRCH).

Date Planned (signed)  
SIGN

45

46

47

48

Month and year the measure plan is signed by the state conservationist; i.e., 1184.

RC&D Financial Assistance  
FA PL

44

50

51

52

RC&D program financial assistance estimate from the measure plan, in thousands of dollars.

RC&D Technical Assistance  
TA PL

53

54

55

56

RC&D program technical assistance estimated from measure plan, in thousands of dollars.

Computer line 1

Part III

Complete by May 1 and November 1 following signing of financially assisted measure plan.

4	9	5	0	5	1	5	2
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53	54	55	56
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57	58	59	60
----	----	----	----

61	62	63	64
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Month and year project agreement is signed.

Part IV

Measure completion report (all measures when completed or cancelled).

State Area County Number

State: [ ][ ] Area: [ ][ ][ ] County: [ ][ ][ ] Number: [ ][ ][ ][ ]

S T A R E A C T Y N U M

Reporting Code  
CODE

38 39 40  
[ ][ ][ ]

Date Measure Cancelled  
ONCL

65 66 67 68  
[ ][ ][ ][ ]

Date Implementation Completed  
COMP

69 70 71 72  
[ ][ ][ ][ ]

RC&D Financial Assistance  
A FA

73 74 75 76  
[ ][ ][ ][ ]

RC&D Technical Assistance  
E TA

77 78 79 80  
[ ][ ][ ][ ]

Other Federal Program Funds (code)  
OFF C

13 14 15 16 17  
[ ][ ][ ][ ][ ]

Other Federal Program Funds (amount)  
OFF A

18 19 20 21 22  
[ ][ ][ ][ ][ ]

Other Federal Program Funds (code)  
OFF C

23 24 25 26 27  
[ ][ ][ ][ ][ ]

Other Federal Program Funds (amount)  
OFF A

28 29 30 31 32  
[ ][ ][ ][ ][ ]

The 800 reporting code for the specific measure purpose as described in the National Reporting Codes Handbook (NRCH).

Month and year the measure is cancelled by the RC&D council, i.e., 1184.

Month and year the measure is completed; i.e., 1184.

Actual amount of RC&D program financial assistance (FA) used in completing the measure, in thousands of dollars.

Estimated amount of RC&D program technical assistance (TA) used in completing the measure, in thousands of dollars.

Federal FA other than RC&D. The applicable 5-digit agency/program code from the Catalog of Federal Domestic Assistance. Applicable to financially assisted and associated measures.

Actual amount of federal program funds from sources other than RC&D. Applicable to financially assisted and associated measures, in thousands of dollars.

Federal FA other than RC&D. The applicable 5-digit agency/program code from the Catalog of Federal Domestic Assistance. Applicable to financially assisted and associated measures.

Actual amount of federal program funds from sources other than RC&D. Applicable to financially assisted and associated measures, in thousands of dollars.

Computer line 1

Computer line 2

Nonfederal Financial Assistance  
NFFA

33 34 35 36 37  
[ ][ ][ ][ ][ ]

Amount of nonfederal financial assistance from all sources, including state and local units of government, foundations, and local sponsors, in thousands of dollars.

SCS State Office Technical Assistance  
SO TA

38 39 40  
[ ][ ][ ]

Total estimated number of days of TA for all phases of measure planning and installation provided by SCS state offices from RC&D program funds.

RC&D Staff Technical Assistance  
STF TA

41 42 43  
[ ][ ][ ]

Total estimated number of days of TA for all phases of measure planning and installation provided by RC&D staff (coordinator and secretary) from RC&D program funds.

Other SCS Area Office Technical Assistance  
AO TA

44 45 46  
[ ][ ][ ]

Total estimated number of days of TA for all phases of measure planning and installation provided by SCS area offices from RC&D program funds.

SCS Field Office Technical Assistance  
FO TA

47 48 49  
[ ][ ][ ]

Total estimated number of days of TA for all phases of measure planning and installation provided by SCS field offices from RC&D program funds.

Other USDA Technical Assistance (code)  
DA TC

50 51 52 53 54  
[ ][ ][ ][ ][ ]

The applicable 5-digit agency/program code from the Catalog of Federal Domestic Assistance, providing for TA from RC&D program funds.

Other USDA Technical Assistance (amount)  
DA TA

55 56 57  
[ ][ ][ ]

Total estimated number of days of TA for all phases of measure planning and installation provided by USDA agencies other than SCS from RC&D program funds.

Other USDA Technical Assistance (code)  
DA TC

58 59 60 61 62  
[ ][ ][ ][ ][ ]

The applicable 5-digit agency/program code from the Catalog of Federal Domestic Assistance, providing for TA from RC&D program funds.

Other USDA Technical Assistance (amount)  
DA TA

63 64 65  
[ ][ ][ ]

Total estimated number of days of TA for all phases of measure planning and installation provided by USDA agencies other than SCS from RC&D program funds.

Computer line 2



## Part IV (continued)

Other Federal Technical Assistance (code)  
OF TC66 67 68 69 70  
□ □ □ □ □

The applicable 5-digit agency/program code from the Catalog of Federal Domestic Assistance, providing for TA from federal programs other than RCSD.

Other Federal Technical Assistance (amount)  
OFTA71 72 73  
□ □ □

Total estimated number of days of TA for all phases of measure planning and installation provided by federal programs other than RCSD.

Nonfederal Technical Assistance (amount)  
NFTA74 75 76  
□ □ □

Total estimated number of nonfederal days of TA provided by state and local government funds for all phases of measure planning and installation.

Technical Assistance Volunteered or Donated  
VOL77 78 79  
□ □ □

Total estimated number of days of direct TA volunteered or donated for all phases of measure planning and installation.

Sponsorship of the Measure (code)  
MES C13 14 15 16 17  
□ □ □ □ □

Enter up to five measure sponsors in sequence in the five positions provided from the following list of codes:

1. Soil and water conservation district
2. Other county government
3. Town, village, city government
4. Areawide planning agency
5. Other state government
6. Nonprofit organization
7. Private interest group/individual
8. Indian tribal body
9. Other

Computer line 2

Computer line 3

Part IV (continued)

Computer line 3		Employment Created (TFT) TFT	18 19 20 21 [ ] [ ] [ ] [ ]	Temporary-full time employment created (new jobs) by the measure, in number of jobs.
		Employment Created (TPT) TPT	22 23 24 25 [ ] [ ] [ ] [ ]	Temporary-part time employment created (new jobs) by the measure, in number of jobs.
		Employment Created (PFT) PFT	26 27 28 29 [ ] [ ] [ ] [ ]	Permanent-full time employment created (new jobs) by the measure, in number of jobs.
		Employment Created (PPT) PPT	30 31 32 33 [ ] [ ] [ ] [ ]	Permanent-part time employment created (new jobs) by the measure, in number of jobs.
		Employment Retained (PFT) PFT	34 35 36 37 [ ] [ ] [ ] [ ]	Permanent-full time employment retained by the measure, in number of jobs. "Old" jobs that would have been eliminated, but the measure implemented retained their full-time employment.
Computer line 4		Measure Life LIFE	38 39 [ ] [ ]	Expected life or replacement time of the measure in years. Applicable to all measures involving construction activities. Not applicable to service-oriented measures.
		Flood Damages (w/o) FD WO	13 14 15 16 17 [ ] [ ] [ ] [ ] [ ]	Average annual flood damages before the measure was installed, in dollars.
		Flood Damages (w) FD W	18 19 20 21 22 [ ] [ ] [ ] [ ] [ ]	Average annual flood damages after the measure was installed, in dollars.
		Erosion (w/o) ER WOT	23 24 25 26 27 [ ] [ ] [ ] [ ] [ ]	Average annual soil erosion before the measure was installed, in tons per year.
		Erosion (w) ER WT	28 29 30 31 32 [ ] [ ] [ ] [ ] [ ]	Average annual soil erosion after the measure was installed, in tons per year.

Computer line 4

Part IV (continued)

Erosion Damages (w/o)

ER WO

33 34 35 36 37

Average annual amount of erosion damage before the measure was installed, in dollars.

Erosion Damages (w)

ER W

38 39 40 41 42

Average annual amount of erosion damage after the measure was installed, in dollars.

Sedimentation (w/o)

SD WOT

43 44 45 46 47

Average annual amount of sediment delivered before the measure was installed, in tons per year.

Sedimentation (w)

SD WT

48 49 50 51 52

Average annual amount of sediment delivered after the measure was installed, in tons per year.

Sediment Damages (w/

SD WO

53 54 55 56 57

Average annual amount of sediment damage before the measure was installed, in dollars.

Sediment Damages (w)

SD W

58 59 60 61 62

Average annual amount of sediment damage after the measure was installed, in dollars.

Water Conservation

H2O C

63 64 65 66

Irrigated land benefiting from the measure, in acres.

Part IV (continued)

Sponsor Objectives  
ORJ

Social  
SOC  
Economic  
ECO  
Environmental  
ENV  
Other  
OTR

TOTAL

Group Benefitted  
PB

Limited-resource farmers  
LRF  
Youth  
YOU  
Elderly  
ELD  
Others  
OHR

TOTAL

Measures are adopted to fulfill one or more sponsor objectives. Select the percentage code that quantifies sponsor objectives. Total must be 100 percent.

1. 10 percent
2. 20 percent
3. 30 percent
4. 40 percent
5. 50 percent
6. 60 percent
7. 70 percent
8. 80 percent
9. 90 percent
0. 100 percent

67   68   69   70

Select the percentage code that quantifies the group benefitted. Total must be 100 percent.

1. 10 percent
2. 20 percent
3. 30 percent
4. 40 percent
5. 50 percent
6. 60 percent
7. 70 percent
8. 80 percent
9. 90 percent
0. 100 percent

71   72   73   74

Computer line 4